

AGENCY ADMINISTRATOR TRAINEE ASSIGNMENT
WILDLAND FIRE
LEARNING ACTION PLAN¹

The purpose of the Learning Action Plan is to provide consistency for the Agency Administrator Coach/Evaluator to evaluate trainees and document their demonstrated abilities to achieve the core competencies, which will be used as a component to achieve the next level certification. The Coach/Evaluator is encouraged to record each completed element for the trainee. Dialogue and feedback between the Coach/Evaluator and the trainee is strongly encouraged. These elements are designed to help achieve the **Core Competencies** of an Agency Administrator at the Working, Journey or Advanced level:

- Safety;
- Strategies and tactics for cost containment;
- Incident management processes;
- Understanding of decision support tools;
- Situational awareness of resource availability & allocation;
- Understanding fire agreements and cost apportionment;
- WFDSS experience;
- Monitoring and evaluation of fire operations;
- Risk management; and
- Social/political awareness and interpersonal relations.

These elements are not an all-inclusive list, and, there may be other skills and abilities that may be evaluated during the assignment. The elements are tiered to the standards as identified in the “Red Book,” Chapter 05 and Chapter 11, as well as the 2013 Wildland Fire Response Protocols. The Line Officer Desk Reference Guide for Fire Program Management is also a valuable resource that may be used as reference material for the trainee. All reference materials can be found on the following web site: www.wfmrda.nwcg.gov.

Trainee Current Level

- ☐ Working
- ☐ Journey
- ☐ Advanced

Agency Administrator Trainee Name: _____

Trainee Name/Home Unit: _____

¹ Line officer evaluation includes standards for training, background and experience, and demonstrated ability, which will result in a qualitative evaluation of readiness by the Regional Forester (Redbook Chapter 5, page 4, 2015).

Evaluation 1

Incident Name and Type: _____

Evaluation Dates: _____

Evaluator's Name (Initials): _____

Incident Location: _____

Evaluator's Home Unit: _____

Evaluation 2

Incident Name and Type: _____

Evaluation Dates: _____

Evaluator's Name (Initials): _____

Incident Location: _____

Evaluator's Home Unit: _____

Evaluation 3

Incident Name and Type: _____

Evaluation Dates: _____

Evaluator's Name (Initials): _____

Incident Location: _____

Evaluator's Home Unit: _____

Evaluation 4

Incident Name and Type: _____

Evaluation Dates: _____

Evaluator's Name (Initials): _____

Incident Location: _____

Evaluator's Home Unit: _____

<u>Elements & Measures</u>	<u>Rating</u>	<u>Remarks²</u>
	Rated as: S = Successful N = Needs additional Training O = Observed not Demonstrated NR = Not Rated	
Risk Management & Decision Tools		
Incorporates concepts of risk management and relationship to safety.		
Demonstrates good judgment in assessing current and long term risk.		
Engages in meaningful strategic Risk Assessment and Risk Decision, and consider alternatives (objectives, strategies and tactics) against desired outcomes, respondent exposure, probability of success, and values to be protected. Initially with the home unit and carry forward with the Incident Management Team.		
Participates in Wildfire Risk and Complexity Assessment process.		
Completes an Incident Risk Assessment with key stakeholders and partner agencies, to predetermine the optional response strategies for protecting values at risk.		
Actively monitors the fire situation, and the implementation and effectiveness of hazard mitigation, especially during periods of critical fire activity and/or high risk situations. Takes appropriate actions to safeguard incident responder and public safety.		
Conducts ongoing dialog on the current incident situation with Incident Commander and Fire Management Officer to assess risk and determine immediate needs on a daily basis or as the situations warrants with an emphasis on safety.		

² Initial remarks and comments.

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Assures that the Periodic Assessment is undertaken to validate earlier decisions. Revises the risk decision-making process, as warranted by changing conditions.		
Engages in the development and publication of the Wildland Fire Decision Support System (WFDSS) decision-making and monitoring (e.g. establishing clearly written incident objectives, incident requirements, course of action, approving Management Acting Points, etc.).		
Ensures that the Risk Assessment and Risk Decision is completed and incorporated into the WFDSS decision-making.		
Demonstrates strong oversight with long duration incidents, assuring that risk assessments and risk decisions are periodically re-evaluated, with any changes incorporated into WFDSS decision-making, and, resource capacity/availability are adequately assessed.		

<u>Elements & Measures</u>	<u>Rating</u>	<u>Remarks</u>
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Incident Management Team (IMT) Interactions		
Provides published WFDSS, written Delegation of Authority and In-Briefing package for the incoming IMT.		
Identifies clear and specific incident objectives and concerns in Delegation of Authority and/or Briefing Package.		
Identifies unit administrative needs in the briefing (e.g., road closures, equipment authorization procedures for wilderness, permittee notifications, land use agreements, Union etc.)		
Conducts a thorough in-brief with the IMT, clearly communicating Leader's Intent/preferred strategy. Determines participants and cooperators needing to attend.		
Discusses/reviews delegation of authority with the incident commander and revise as necessary.		
Identifies and oversees local Resource Advisor (RA), Agency Administrator Representative (AAR), Incident Business Advisor (IBA) and/or Buying Unit Team to support the IMT.		
Requests the IMT's mobilization and coordinates with the Incident Commander (IC).		
Negotiates team configurations based upon Wildfire Risk & Complexity Assessment.		
Engages with the IMT's deliberate risk assessment process, operational briefings, planning/strategy sessions, and/or fireline visits.		

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Clearly conveys expectation to the IC, AAR and FMO about timely communications concerning incidents within an incident.		
Meets with the IBA on regular bases to actively monitor that the incident's cost objectives are being met and/or to determine if additional cost analysis beyond what the IMT is providing may be needed.		
Regularly interacts with the assigned AARs and the IC to monitor the decision's effectiveness and support their needs towards the tactical implementation of that decision.		
Coordinates with Unit FMO, Resource Advisor and IMT in the development of, and validates turn-back standards, fire suppression damage repair plans, and transition plans (to include the positions necessary for the residual incident organization).		
Deploys an interdisciplinary Burned Area Emergency Response (BAER) team as required.		
Prepares and presents the IMT Evaluation in coordination with essential leadership personnel.		
Actively prepares for and participates in the IMT close-out.		
Schedules and participates in During & After Action Reviews.		

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External Relationships & Coordination		
With multi-jurisdictional incidents or Unified Command, establishes and approves cost share agreements as appropriate and engaged with any cost apportionment negotiations with partners.		
Coordinates with partner agencies and stakeholders on multi-jurisdictional fires to issue a joint Delegation of Authority (DOA), and, develop a single decision in WFDDS.		
Initiates and engages in a dialogue with line officers and stakeholders aimed at understanding, acceptance and support for the alternatives and likely decisions.		
Interfaces and/or coordinates with key external stakeholders, cooperators, and partner agencies to assure two-way risk communication.		
Participates in public fire information activities, as outlined in the DOA (e.g. community meetings, media interviews, briefings with elected officials).		
Organizes and leads the Unit's discussion with the Regional Forester (RF) Engagement Team.		
Engages regularly with senior Line Officers and political appointees and/or Congressional staff, as mutually agreed, with ongoing risk-sharing dialogue.		
Conducts risk sharing dialogue with key partners.		

Overall Program Management		
Incorporates concepts of risk management and relationship to safety for all aspects of fire management.		
Regularly participates in After Action Reviews with local unit personnel.		
Assures employees under their supervision understand the intent of Forest Service Policy, Wildland Fire Foundational Doctrine, risk management principles and the Federal Wildland Fire Management Policy.		
Ensures sufficient qualified fire and non-fire personnel are available to support fire operations at a level commensurate with the local and national fire situation.		
Takes proactive steps to ensure all wildfire response actions are managed in an appropriate, risk informed, effective manner.		
Ensures the complexity analysis is completed for wildfires at initial size-up or through pre-planned response plans and thereafter, as appropriate, to assure the qualifications of the assigned Incident Commander are commensurate with the complexity of the incident.		
Ensures that Incident Commanders on Type 3 wildfires have no collateral duties.		
Effectively manages a budget that includes fire preparedness, prevention, suppression, and hazardous fuels in an annual program of work for the unit.		
Ensures resource management objectives are identified to maintain a current Fire Management Plan that identifies an accurate level of funding for personnel and equipment.		
Ensures scientific information is available and up to date to inform risk analyzes and decision making tools.		